

**MANSFIELD DOWNTOWN PARTNERSHIP  
BOARD OF DIRECTORS MEETING  
Tuesday, February 4, 2010**

**Mansfield Downtown Partnership Office  
1244 Storrs Road**

**4:00 PM**

**Minutes**

Present: Steve Bacon, Harry Birkenruth, Tom Callahan, Gregory Haddad, Matthew Hart, Dennis Heffley, Philip Lodewick, Frank McNabb, Christopher Paulhus, Steve Rhodes, Steve Rogers, Kristin Schwab, and Bill Simpson

Staff: Cynthia van Zelm, Lee Cole-Chu

**1. Call to Order**

Philip Lodewick called the meeting to order at 4:04 pm.

**2. Introduction of new Board member Chris Paulhus**

Chris Paulhus introduced himself to the Board. He is one of the Town Council appointees. Mr. Paulhus said one of his top priorities is moving Storrs Center forward. Board members introduced themselves.

**3. Opportunity for Public to Comment**

There was no public comment.

**4. Approval of Minutes**

Steve Bacon made a motion to approve the January 5, 2010 Board minutes. Steve Rhodes seconded the motion. The motion was approved unanimously.

**5. Director's Report**

Cynthia van Zelm said the monthly open house is tonight at 6 pm after the Board meeting. She said the open house meeting dates have been moved back from 5:30 pm to 6:00 pm to accommodate the new Board meeting date.

Ms. van Zelm said that Winter Fun Day is this Sunday from 11 am to 2 pm. She said there should be enough volunteers largely due to the involvement of University student clubs.

Ms. van Zelm said she will be staffing a table at the UConn women's basketball game after Winter Fun Day. She invited any Board members who would like to staff the table with her.

Ms. van Zelm said she submitted, on behalf of the Town of Mansfield, a grant to the Federal Transit Administration Livability Program for additional funding for the intermodal hub and the Village Street transit pathway.

She also worked with Mansfield Director of Public Works Lon Hultgren on two appropriations requests for Storrs Center – the improvement and expansion of the sewer line down Route 195, and parking hardware and software. Matt Hart said that the two requests will be brought to the Town Council on Monday night.

#### **6. Storrs Center Action Items**

Mr. Lodewick said that LeylandAlliance is continuing its discussions with potential equity and debt partners for Phase 1A. The driver continues to be rental housing in the first phase of the project. The Board discussed some of these options.

Mr. Hart said the Town and LeylandAlliance continue to make progress on a term sheet mainly related to infrastructure financing and management.

#### **7. Appointment of Advertising and Promotion Committee Member for 2009-2010**

Bill Simpson made a motion to appoint Logan Trimble to the Mansfield Downtown Partnership Advertising and Promotion Committee until the end of the Partnership's fiscal year on June 30, 2010. The motion was seconded by Mr. Rhodes. The motion was approved unanimously.

#### **8. Approval of FY2010-2011 Budget**

Tom Callahan reported on action taken by the Finance and Administration Committee related to the FY2010-2011 budget. He said that legal and professional/technical costs were less than anticipated which has resulted in a healthy fund balance.

Mr. Callahan said that two issues remain open. Partnership staff did not receive any salary increase last year (keeping in line with the action by the Mansfield Town Council). Mr. Callahan said this will be reviewed in the context of staff evaluations and the direction the Town takes with respect to salaries.

Mr. Callahan said the status of employment/health benefits for staff's spouse is expected to change in the coming months which could affect the cost of health insurance for the Partnership. This will need to be monitored as well.

Mr. Callahan moved adoption of the FY2010-2011 Budget subject to revisions based on salary recommendations during the staff evaluation process and the Town decision on salaries; and additional information regarding the possible addition of

health benefits for staff and her spouse. Harry Birkenruth seconded the motion. The motion was approved unanimously.

## **9. Four Corners Sewer and Water Study Advisory Committee**

Ms. van Zelm said the Four Corners Sewer and Water Advisory Committee had met and heard a presentation from Jeanine Gouin at Milone & MacBroom about the possible sources of water, costs, timing and regulatory approval process.

In response to questions from Mr. Callahan, Matt Hart said that Ms. Gouin addressed with the Committee the possible stream flow regulations that could be several years in the making.

Mr. Hart continued to emphasize that it is important that the Four Corners project is complimentary to the Storrs Center project. He said it will be important for the Partnership to continue to be involved and its Planning and Design Committee can provide guidance to the Four Corners Committee on the work it did on design guidelines and special design district zoning.

The Board discussed the issues at Four Corners including public health concerns with the septic systems, economic development, the importance as a gateway to the Town and University, and surrounding land use.

Mr. Callahan said the barriers to bringing water to the site cannot be underestimated. It is a significant and multi-year effort.

## **10. Report from Committees**

### Advertising and Promotion

In Chair Dean Woods' absence, Ms. van Zelm reported that the Committee discussed the potential of an arts and crafts fair to be held in spring 2011. A subcommittee would need to be formed.

### Festival on the Green

In Chair Betsy Paterson's absence, Ms. van Zelm reported that the first Festival on the Green Committee meeting will be February 18.

### Membership Development

Frank McNabb said the Partnership has received 284 new and renewed memberships thus far for a total of approximately \$14,000.

Mr. McNabb said the Reminder News had included a sticker with contact information about Storrs Center on the front page of the paper. An article accompanying the sticker was included as well. The sticker will also be paced on editions in March and May.

Mr. McNabb said a reception with students is planned for February 10.

The Partnership will have a presence at UConn's Alumni Weekend in June.

Mr. McNabb said a letter will go out at the end of February to solicit Mansfield businesses who are not members.

Mr. McNabb said a Committee meeting will be held on Monday and topics include addressing how to reach out to engineering students and UConn Economics major alumni, having a presence at the UConn housing fair in March, and outreach to EO Smith High School students and parents.

### Planning and Design

Steve Bacon reported that the Committee met on January 19 with BL Companies regarding the design of Storrs Road. Mr. Bacon said that BL is at 30 percent design and will present this to the CT Department of Transportation (DOT) after Town and Partnership staff comments on the design. After CT DOT approves moving ahead, there will be a public presentation which the Town and BL Companies would conduct.

Mr. Bacon said that Committee members had a lot of questions, some of which were related to the future presentation. Committee members agreed that the presentation will be important to show that progress is being made. Mr. Bacon said it is not anticipated that the presentation would be until at least late April due to timing on CT DOT review.

Mr. Bacon said that Mansfield Director of Public Works Lon Hultgren was at the meeting and said the design of the streetscape improvements by the Town is moving along a parallel track as the Storrs Road design that BL is undertaking.

### Finance and Administration

Ms. van Zelm referred to the December 31, 2009 financials in the Board packet. There were no questions.

## **11. Executive Director Evaluation**

Mr. Lodewick said Ms. van Zelm's evaluation will be at the Board meeting in March. He passed out evaluation forms and asked that they be faxed or mailed back to him by the end of February. Ms. van Zelm will send forms to Board members not in attendance.

## **12. Adjourn**

Mr. Paulhus made a motion to adjourn the meeting. Kristin Schwab seconded the motion. The motion was approved unanimously and the meeting adjourned at 5:20 pm.

*Minutes taken by Cynthia van Zelm.*